

**DISCRETIONARY GRANT PROJECT OF THE
SPECIAL EDUCATION UNIT, ND DEPARTMENT OF PUBLIC INSTRUCTION,
2016-2017 School Year
CFDA # 84.027A**

Project Narrative Guide

The project proposal must address the **six components** listed below. The first three explain the project, list the goals/strategies/activities and define the measures that will be used to evaluate them. The fourth defines the total costs of the project and specifies the actual costs that are sought as a discretionary grant. The fifth and sixth provide information that would be most important if implementation is successful and replication desired elsewhere in North Dakota.

- 1) Description of the Project**
- 2) Goal(s), Strategies and Activities**
- 3) Formative, Summative & Fidelity Evaluation**
- 4) Budget**
- 5) Sustainability**
- 6) Collaboration**

Description of the Project

Proposals need to identify the programs or practices that will be implemented in North Dakota schools. They must be mentioned within the goals, strategies, or activities of a continuous improvement plan. They may also be additional professional development activities needed to build capacity (see list at the end of this narrative). This section of the project narrative should provide brief descriptions of the program or practice. That description must explain the evidence/research that supports its use and how it aligns with efforts to improve the engagement of students with behavioral, social/emotional, social communication and mental health needs. It must also include a description of the essential fidelity elements of the program or practice.

For the additional professional development activities, it should explain how the practice will build capacity for more effective implementation of evidence based and promising practices.

Goals, Strategies and Activities

Goals, strategies and activities outline who, what, why, when, where and how of the implementation efforts. The goals listed must be system performance goals, rather than student performance goals. They must define the actions that people within the system will do, or engage in, to assist a unit in reaching the goal. They should identify strategies and activities for implementation within the 2016-2017 school year timeline. That includes both initial training efforts, as well as follow-up and technical assistance.

Formative, Summative & Fidelity Evaluation

Proposals must identify the formative, summative, and fidelity evaluations that check progress toward the goal, check the implementation fidelity of the essential elements of the program/practice, and determine when and if the system has reached the goal. The formative measures include measures of implementation fidelity and are administered on a schedule that provides the implementation monitoring team information about performance growth to adjust or change strategies/activities to reach the goal. Summative measures are used to determine whether the goal has been reached. They are done at or near the end of the timeline.

Budget

The budget will be outlined on the appropriate SFN form. This section of the narrative should explain each allocation of that budget. The budget amount should be adequate to carry out the project, but also reasonable and cost effective. It must include funding from other sources and this amount should be enough to demonstrate a strong commitment for implementation and sustainability.

Sustainability

The funding sources that will be used for follow-up training and technical assistance in order to effectively implement and sustain the program/practice should be listed in the budget.

Describe those follow-up activities in this section of the narrative.

Collaboration

Perhaps the most important part of any successful implementation effort is the involvement of parents, community members and appropriate educational personnel in the implementation process. Other practitioners may be interested in replicating the project to achieve similar results for students with behavioral, social/emotional, social communication, and/or mental health needs. Describe in this section who was involved, how they were involved and why they were involved to help these practitioners achieve successful outcomes.

Additional Information

List of Professional Development Activities Needed to Build Capacity:

- ✓ Local restructuring- Scaling-up, Evaluation, Personnel, Communications, etc.
- ✓ Peer Coaching/Peer Sharing models
- ✓ Writing appropriate Self-regulation, Executive functioning & Behavior Goals
- ✓ Parental Involvement